

**INSTRUCTIONS FOR COMPLETING  
AFFIDAVIT OF DIRECT PAYMENTS AND ORDER TO CORRECT  
SUPPORT CLEARINGHOUSE RECORDS**

**COMPLETE THIS FORM IF:**

You have been ordered to make child support and/or spousal maintenance payments to the Arizona Support Clearinghouse and payments were made directly to the person entitled to receive payments or you are the person entitled to receive child support and/or spousal maintenance payments, and you received payments directly from the other party.

**WHAT YOU WILL NEED TO COMPLETE THIS PROCESS:**

1. Your Superior Court/Pima County case number, your ATLAS number and the name of the Judicial Officer assigned to your case. Your ATLAS number and the name of the Judicial Officer assigned to your case may be obtained from the Child Support Division of the Pima County Clerk of the Court.
2. The Affidavit of Direct Payment form.
3. The Order to Correct Support Clearinghouse Records form.

**HOW TO COMPLETE THESE FORMS:**

TYPE OR PRINT NEATLY USING **BLACK INK**.

1. Type or print the name, mailing address, daytime telephone number of the person submitting this form.
2. Type or print the name of the person shown as the Petitioner and Respondent in the same order as is shown on the last Court Order. (Note: the order that the parties are listed does not change from the original filing, regardless of which party is submitting the form.)
3. Type or print the case number, the ATLAS number.
4. Check the box to identify if you are the Petitioner or Respondent.
5. Check the box to identify if you are the party paying or receiving child support and/or spousal maintenance.
6. Check the box to identify if you are making statements under penalty of perjury as to child support and/or spousal maintenance.
7. Fill in the year in which direct payments were made and fill in the month and amount which was made each month.
8. Sign the form where indicated and have the other party sign the form where indicated. Each party must sign the form before a Notary Public or before a Deputy Clerk of the Court.
9. On the Order form, type or print the name of the person shown as the Petitioner and Respondent in the same order as is shown on the last Court Order.
10. On the Order form, type or print the case number, your ATLAS number and the name of the Judicial Officer assigned to your case.

**WHAT TO DO AFTER YOU HAVE COMPLETED THESE FORMS:**

1. Complete the forms, following the instructions above. Make a copy for each party's records.
2. Take the forms and the copies of these forms to the Child Support Division at the office of the Clerk of the Court for processing. There is no fee for filing these forms.
3. The Clerk of the Court will process the Order to the appropriate Judicial Officer for signature. You will receive a copy of the Order in the mail. The process may take up to two weeks to complete.

**NOTE: If your case is a IV-D case, you must use the forms provided by the Office of the Arizona Attorney General and/or the Department of Child Support Enforcement. For further information regarding your IV-D case contact 1-800-882-4151. To determine if your case is a IV-D case you may contact the Child Support Division of the Clerk of the Court at 520-740-3250.**

Person Filing: \_\_\_\_\_  
 Address (if not protected): \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 ATLAS Number: \_\_\_\_\_  
 Lawyer's Bar Number: \_\_\_\_\_  
 Representing  Self, without a Lawyer or  
 Attorney for  Petitioner OR  Respondent

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
 Petitioner  
 and  
 \_\_\_\_\_  
 Respondent

Case No. \_\_\_\_\_  
 ATLAS No. \_\_\_\_\_

### AFFIDAVIT OF DIRECT PAYMENTS

**ASSIGNED TO:** \_\_\_\_\_

I am the  Petitioner  Respondent in the above matter.

I am the party who  pays\*  receives the  child support  spousal maintenance.

By signing this document, I/we state under penalty of perjury that the following payments were made directly to the person entitled to receive  child support  spousal maintenance.

We request that the records of the Support Clearinghouse be corrected to reflect the following payments.

\*both parties must sign to acknowledge these payments in order for the payor to receive credit

	YEAR	YEAR	YEAR	YEAR
Insert year:				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>TOTAL</b>				

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Attach additional pages if necessary. Note: If there is an obligation to pay both child support and spousal maintenance, any payment made will first be credited to child support and the remainder, if any, will be credited to spousal maintenance.

\_\_\_\_\_  
Signature of party receiving payments

Affirmed before me on: \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Deputy Clerk of Court

My Commission Expires and Seal:  
\_\_\_\_\_

\_\_\_\_\_  
Signature of party making payments

Affirmed before me on: \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Deputy Clerk of Court

My Commission Expires and Seal:  
\_\_\_\_\_

Person Filing: \_\_\_\_\_  
Address (if not protected): \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
ATLAS Number: \_\_\_\_\_  
Lawyer's Bar Number: \_\_\_\_\_  
Representing  Self, without a Lawyer or  
 Attorney for  Petitioner OR  Respondent

## ARIZONA SUPERIOR COURT, PIMA COUNTY

\_\_\_\_\_  
Petitioner  
and  
\_\_\_\_\_  
Respondent

Case No. \_\_\_\_\_  
ATLAS No. \_\_\_\_\_

### ORDER TO CORRECT SUPPORT CLEARINGHOUSE RECORDS

**ASSIGNED TO:** \_\_\_\_\_

The Court has reviewed the Affidavit of Direct Payments filed by the  
 Petitioner  Respondent in the above matter.

IT IS ORDERED that the Support Clearinghouse shall correct the records regarding:  
 child support  spousal maintenance  
as set forth in the Affidavit of Direct Payments.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Judicial Officer